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INFORMATIONAL NOTES

from

Office of the President

December 12, 1975

Vol. 7. No. 5

INTERIM BETWEEN FALL AND SPRING SEMESTERS AND CHRISTMAS HOLIDAYS

All offices will be closed December 22-26 and January 1 to provide staff personnel an opportunity to enjoy the Holidays. During this period of time, the Physical Plant personnel will set the thermostats in all buildings on campus at approximately 60° which will allow a considerable reduction in energy consumption.

This vacation schedule will be observed by all staff personnel so that all areas of the University can be fully staffed at all other times during the interim.

The Office of Public Safety will be open and staffed the week of December 22, and emergencies and other security matters should be reported in the usual manner.

Office Hours Schedule

Office hours for the period December 29 - January 8 will be from 8 a.m. to 4 p.m.

Food Services

Food Services facilities in the Garrett Conference Center will close at the end of the day Thursday, December 18, and resume the normal operation hours on Tuesday, January 14, 1976. The cafeteria in the University Center will close after the noon meal on Thursday, December 18, 1975, and resume normal operations on Monday, January 12, 1976. The grill in the University Center will be open from 11 a.m. - 1 p.m. December 29-31; January 2, 5-9, 1976.

OFFICES OPEN

To facilitate the opening of the spring semester and in accordance with the announced schedule, all offices are to be open and staffed from 8 a.m. to 12 noon on the following Saturdays:

January 10
January 17

December 12, 1975

DECEMBER PAYDAYS

Mr. James B. Tomes, Director of the Department of Personnel Services has requested that faculty and staff be notified of the following dates for receiving salary checks for December:

December 15 - personnel normally paid on the 15th of the month

December 19 - personnel normally paid at the end of the month

DISTRIBUTION OF CHRISTMAS CARDS

For the convenience of faculty and staff, Christmas cards may be distributed on campus through the campus courier service.

REMINDER FROM THE OFFICE OF THE REGISTRAR

Final grades for the fall semester are to be in the Office of the Registrar by noon, Saturday, December 20.

Dero G. Downing
President